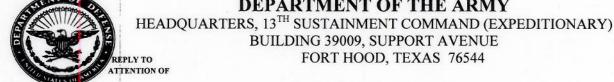
DEPARTMENT OF THE ARMY



COMMAND POLICY **NUMBER 13**

AFVG-CG

8 FEB 11

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 13th Sustainment Command (Expeditionary) Policy Memorandum, Procedures and Delegation of Signature Authority for Purchase Requests.

- 1. REFERENCES: OPORD PW 10-04-252 (Corps Acquisition Review Board [CARB] Procedures), 23 Apr 10.
- 2. PURPOSE: To establish the policy regarding approval and validation requirements for purchase requests.
- 3. APPLICABILITY: Headquarters, 13th Sustainment Command (Expeditionary) and all subordinate personnel and organizations assigned or attached to the 13th ESC.
- 4. BACKGROUND: This policy is published in an effort to provide guidance regarding the approval and validation requirements for purchase requests.
- 5. PROPONENT: The proponent for this policy is the ACofS, Comptroller.
- 6. POLICY:
- a. This policy applies to all funding venues including General Fund Enterprise Business System (GFEBS), Purchase Requests, Government Purchase Card (GPC) and Temporary Duty Travel (TDY). No further delegation is authorized.
 - (1) Approval thresholds (subject to availability of funds):
 - <\$3,000 Company Commander or Logistics Officer
 - >\$3,000 to <\$10,000 Battalion Commander, ESC Staff Officer (LTC/O5)
 - >\$10,000 to <\$25,000 Brigade Commander, ESC Staff Officer (COL/O6)
 - >\$25,000 to <\$50,000 ESC Deputy Commander or Chief of Staff
 - >\$50,000 ESC Commanding General
 - >\$200,000 III Corps Deputy Commander (DCG)
 - (2) Validation thresholds (Validation ≠ funding):

All IT/automations equipment - G6 Validation <\$25,000 – ESC Staff Validation \$25,000 and above – Internal Validation (IVB) Board (CARB as required) \$200,000 and above – Corps Acquisition Review Board (CARB)

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- b. Budget representatives provide Letter of Justification (LOJ), three cost estimates, document number/PBO endorsement, legal review (\geq \$3,000), endorsements (i.e. S6 endorsement; lease vs. purchase analysis) and statement of work (service contracts) to the Resource Management office.
- 7. EXPIRATION: This policy supersedes Command Policy Memorandum 19, dated 1 May 2008 and remains in effect until superseded or rescinded.

TERENCE J. HILDNER

BG, USA

Commanding

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